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EDWARD W. NOLAN

GENERAL RULE.

No salaried officer connected with the Operating Departments of the Northern Pacific Railroad will be permitted to engage in other business, or to be interested directly or indirectly in any industry, the profits of which may be enhanced by facilities which his official position may enable him to afford, or which would occupy time or divert attention from official duties.

The Company requires and expects of every officer and employe entire loyalty to its interests.

The compensation given for services is intended and must be accepted as a full consideration therefor. No employe has a right to expect free transportation for himself or family in addition thereto. Such consideration will only be given in exceptional cases, such as accident, death, or in consequence of other unusual conditions; and it must be positively understood that application will not be made for free transportation for employes of the Northern Pacific Railroad over other roads. Even when sent on business of the Company, it is preferable to pay fare and have the same refunded.

If any emergency arises requiring passes over other roads the application must be made through the office of the General Manager or assistants, and properly recorded.

Northern Pacific Railroad Company 8vo

TRANSPORTATION RULES

Authorized by H. Hall, Gen'l Mangr.

NORTHERN PACIFIC

SYSTEM OF RAILROADS.

IN EFFECT SEPT. 1, 1883.

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GENERAL INSTRUCTIONS.

SECTION FIRST.

1. Each person in the employ of the Company is to devote himself exclusively to its service, attending during the prescribed hours of the day or night, and residing wherever he may be required.

2. He must obey promptly all instructions he may receive from persons placed in authority over him, and conform to all the Regulations of the Company.

3. He will be liable to immediate dismissal for disobedience of orders, negligence or incompetency.

4. Unless appointed so to do, he is not to receive money on any occasion, or under any pretense whatever, from any person on the Company's account.

5. Each person will be held legally liable for injury occasioned to persons or property by his misconduct or negligence, and the Company reserves the right to withhold any pay then or thereafter due, to defray the expenses of the same

6. No unnecessary work must be performed on the Sabbath ; trains in passing through villages on Sunday will use the steam whistle as little as possible.

7. Persons in apparent ill health and unable at all times to perform the duties to be assigned them will not be employed by the Company. All persons who are authorized to employ men will be held responsible for the strict observance of this rule, and in case of doubt as to the physical condition of the applicant, the matter must be referred to the Managers or Surgeon of the Northern Pacific Beneficial Association.

8. All persons in places of trust in the service of the Company must report any misconduct or negligence affecting the interests or safety of the Road which may come within their knowledge ; and withholding any such information, to the detriment of the Company's interest, will be considered a proof of neglect and indifference on their part.

9. All persons in any way leaving the Company's service must deliver up the property of the Company intrusted to their care, or at any time when demanded by proper authority. Whenever property is transferred from one De-

partment or Officer to another, a receipt specifying the articles must be taken in the prescribed form.

10. If any of such property shall have been improperly used or damaged, a deduction from pay due shall be made, sufficient to make good the damage, or to supply new articles.

11. Persons in the employ of this Company having control of men must never, under any circumstances whatever, curse them ; boisterous, profane or vulgar language is strictly forbidden. Civil, gentlemanly deportment is required of all persons employed by the Company in their intercourse with passengers, with the public and with each other. Any violation of this rule must be reported to the Head of the Department under whom the offending party may be employed.

12. All persons employed by this Company are strictly forbidden from entering into any altercation with any other person, no matter what provocation may have been given. They will make a note of the facts if necessary, and report to their immediate superior. Rudeness or incivility on the part of any employe, whatever may be his rank, will meet with immediate punishment.

13. It is required of every employe to be civil and courteous to all with whom he may come in contact; to answer inquiries properly, and to aid passengers and others doing business with the Road in every reasonable manner.

14. The use of intoxicating liquors by the employes of this Company is strictly forbidden, and will be considered good cause for dismissal from the service of the Company.

15. No person in the employ of this Company will be permitted to engage in any other business without the consent of the Head of the Department under whom the party may come, approved by the General Manager.

16. No employe, whatever may be his rank, will be allowed to absent himself from his duty, without permission from the Head of the Department under whom he may be employed.

17. The pay of every man absent or suspended from duty will be stopped.

18. The regular compensation of officers and employes covers all risks or liabilities to accidents. If an employe is disabled by sickness, or any other cause, the right to claim salary or pay is not recognized. Allowances, when made in such cases, will be as a gratuity, justified by the circumstances of the case and the previous good

conduct of the party, and must have the approval of the Head of the Department where the claim originates.

19. All officers and employes must carry out the instructions contained in the printed notes on the blanks for reports, which they are required to make to the general and other offices.

20. All persons employed by the Company are required to exercise the greatest care and watchfulness to prevent injury or damage to persons or property, and, in case of doubt, always to take the safe side.

21. To use the credit of the Company is for bidden to anyone, unless special authority is given by the General Manager,

22. When a person is discharged from one Department or Division of the Company's service he shall not be employed in another without the consent of the officer discharging him, or that of the Head of the Department or Division from which he was discharged, subject to the approval of the General Manager or Assistant General Manager.

23. Agents in charge of the United States mails, Express Messengers, Sleeping Car Conductors and Porters, News Agents, individuals in charge of private cars, and persons in charge of

stock, while with the trains of the Northern Pacific Railroad, must consider themselves employes of the Northern Pacific Railroad in all matters connected with the movement and government of trains, and must conform to the directions of the Conductor thereof.

24. Division Superintendents on their several Divisions have authority, by telegraph or otherwise, to change the movements of trains, from the times specified in the tables, and their orders in all respects must be obeyed, except in matters pertaining to the duties of Auditor, Superintendent and Assistant Superintendent of Traffic, General Ticket Agents, Car Accountant, Telegraph management, or Engine and Car repairs; unless such orders conflict with these instructions.

25. In all cases where instructions are not understood, or where the course to be pursued admits of any doubt, the parties in charge shall so act as in no way to compromise the safety or interests of the Road, **seeking afterwards, at the first opportunity, the necessary explanations from the proper officers.**

CAUTION AS TO PERSONAL SAFETY.

26. Great care must be exercised by all persons when coupling cars. Inasmuch as the

coupling apparatus of Cars or of Engines can not be uniform in style, size or strength, and is liable to be broken, and as, from various causes, it is dangerous to expose between the same the hands, arms or persons of those engaged in coupling, all employes are **enjoined** before coupling Cars or Engines, to **examine** so as to **know** the kind and condition of the drawheads, drawbars, links and coupling apparatus, and are prohibited from placing in the Train any Car with a defective coupling, until they have first reported its defective condition to the Yard Master or Conductor. Sufficient time is allowed and may be taken by employes in all cases, to make the examination required. Coupling by hand is strictly prohibited. **Use for guiding the link, a stick or pin.** Each person having to make couplings is **required** to provide himself with a proper implement for the purpose, as above specified. All persons entering into or remaining in the service of the Company, are warned that the business is hazardous, and that in accepting or retaining employment they must assume the ordinary risks attending it. Each employe is expected and required to look after and be responsible for his own safety, as well as to exercise the utmost caution to

avoid injury to his fellows, especially in the switching of Cars and in all movements of Trains. Stepping upon the front and rear of approaching Engines, jumping on or off Trains or Engines moving at a high rate of speed, getting between Cars in motion to uncouple them, and all similar imprudencies are dangerous and in violation of duty, and are strictly prohibited. Employes are warned that if they commit them, it will be at their own peril and risk. Employes of every rank and grade are warned to see for themselves, before using them, that the machinery or tools which they are expected to use, are in proper condition for the service required, and if not, to put them in proper condition, or see that they are so put before using them. All will be held responsible accordingly.

27. Yard men, Train men and other employes are directed to communicate with the Superintendent of the Division, if they are aware of any defects in the construction of the tracks in the Yard, whereby an accident might happen while the men are in the discharge of their duties.

28. Engineers are directed to exercise great care in handling their Engines, while Yard men or others are making couplings and must pay particular attention to signals. Conductors and

Yard men are directed to report to the Superintendent of the Division, any Engineer who fails to obey this order.

CLEARING THE MAIN TRACK.

29. No wood, timber, or freight of any kind will be piled within six feet of the main track. No building of any description will be allowed nearer than six feet of the main track, nor nearer than four feet of any side track.

30. Clearance posts will be set between the side track and the main track, and trains on side track must stand inside this clearance post or protect themselves the same as though standing on main track. Agents and Conductors will be held responsible for cars left standing outside of clearance posts.

SECTION SECOND.

SIGNALS.

Definition of Color.

31. Red signifies Danger.

Green signifies Train Orders, and has the same meaning as Red when displayed at Telegraph Stations.

White Signals will be used at Flag Stations to flag Trains for Passengers or Freight and to denote special or wild Trains and light Engines as per Rule 34.

Flag Signals.

32. A Red Flag by day, a Red Light at night, a lantern swung across the track, a Torpedo exploded thereon, or any object violently waved on the track is a signal of danger, on perceiving which the Engineer shall immediately stop his train, **and he must and will not proceed until he has received information as to the cause of the signal from the Flagman.**

A stationary Red Flag or Red Light in the center of track is Signal that track is impassable, and train must be brought to a stop soon as possible. A Red Flag or Red Light at the side of track is a signal of caution, and the speed of train must be reduced.

33. Two Red Flags by day, two Lights and two Flags at night, shall be carried on the front of the Engine to indicate that the Engine or Train is to be followed by another Engine or Train.

34. Two White Flags by day, two White Lights and two White Flags at night, shall be

carried on the front of the Engine to indicate that it is an irregular or wild Train, but it must be distinctly understood that the White Signals confer **no rights whatever** other than those of an irregular Train; and it must be distinctly understood that White Signals, carried on wild or irregular Trains running between two sections of regular Trains, does not in any way interfere with the rights of regular Trains.

In case two Flags and two Lights can not be obtained, one Flag and one Light will indicate the same thing.

35. A Green Flag by day, a Green Lantern by night, or the explosion of a Torpedo at Telegraph Stations, indicate that Trains are to stop for orders.

Whistle Signals.

36. Signals by Whistle will be given as follows:

One blast is notice to apply the brakes.

Two blasts is notice to let go the brakes.

Three blasts is notice to back the Engine or Train.

One long and two short blasts, when the Train is running, is a signal for road crossings.

Two short blasts when running is notice that

the Train is about to stop at a Flag Station, or an acknowledgment of being flagged.

One long and one short blast of the Whistle, repeated at short intervals, is a signal that the Train has parted.

Four blasts is notice to call in a Flagman.

Five blasts is notice to observe red signals carried by Engine.

In snow gangs, five blasts of the Whistle is a notice for trailing or assistant Engine to move forward:.

Six blasts repeated at intervals is notice to Trackmen and others that the Train needs assistance and all employes within hearing must repair at once to the Engine or Train and render such aid as is in their power.

A succession of short rapid blasts is the alarm for cattle.

The length of time required for freight Trains to whistle for stations is six seconds, and for Passenger Trains four seconds.

Engine Bell Signals.

37. The signal for starting an Engine or Train will be given by ringing the bell of the Engine, not less than ten seconds before starting, this must always be done before starting the Engine.

Signals by Bell Cord.

38. Bell Cords must be used on all Passenger Trains, and must be connected with the Alarm Bell of the Engine, and extend through or over the whole Train to the rear end of the last car.

One tap of the Alarm Bell when the Engine is standing is a signal to start.

One tap of the Alarm Bell when the Engine is running is a signal to stop.

One tap of the Alarm Bell when the Engine is running, given immediately after the Whistle has been sounded for a station, is a signal to stop at that station. The Engineer will answer by two sharp blasts of the Whistle, showing the signal is understood.

Three taps of the Alarm Bell is a signal to back the Train.

Lantern Signals.

39. To Stop, swing a Lantern across the track

To Back, raise and lower a Lantern perpendicularly.

To Go Ahead, swing a Lantern over the head.

Rear Signals,

40. All Night Trains must carry two Red Lights on rear car, and Day Freight Trains two

Red Flags. Engines when running alone at night will carry two Red Lamps on rear of tender.

41. Headlights on Engines must always be lighted when running after dark with **or without** a Train.

Instructions Concerning Signals.

42. Engineers, when flagged, will give two low blasts of the Whistle as notice that the Signal is seen, provided it is not necessary to call for brakes the instant he sees the Signal.

43. Engineers when carrying Red Signals, as per Rule 33, will invariably call the attention of the Engineer and Conductor of opposing Trains, wherever met, to Signals by five (5) short blasts of the Whistle, which must be answered by two (2) low Whistles as an acknowledgment that the Signal is heard and understood. When the response is not given, the Train giving the Signal must **stop** and give notice, and whenever compelled to stop for this acknowledgment, the facts must be reported to the Superintendent. Engineers will also give notice of their Signals to Section Men and Bridge Men by five (5) short blasts of the Whistle. When Trains being met also have Signals, they will answer by two short

blasts, and then call attention to their own Signals by five (5) short blasts which will be answered by the opposing Train by two (2) short blasts.

44. It must be distinctly understood, however, that the Train being passed is not relieved from reponsibility for not noticing the Signal on the passing Train, even though they fail to hear the five blasts of the Whistle, **or if the opposing Train fails to stop for the acknowledgment.**

45. Regular Trains when carrying Red Signals and running in advance of time, will continue the Red Signals. It is understood that Regular Trains in advance of time have only the rights of Irregular or Wild Trains while ahead of time, and when they fail to keep ahead of time they assume all the rights of the Regular Train which they represent. Regular Trains not carrying Red Signals and receiving an order to run in advance of time will **not** carry White Signals while ahead of time.

46. Every Conductor, Engineer, Train Hand, Station Agent, Telegraph Operator, Track Foreman, Switchman, Watchman, or other employe of the Company having to make signals, is required to provide himself with signals, keep

them on hand, in good order, and always in readiness for immediate use. All necessary materials for making signals must be carried in the Baggage or Caboose Car of every Train—such as Red and White Lanterns, Red and White Flags, and Torpedoes.

47. Flagging against Trains means a man ahead of the train three-fourths (¾) of a mile with Danger Signals. Those giving Signals must locate themselves so as to be plainly seen, and make them in such a manner as to be readily understood.

SECTION THIRD.

STANDARD TIME.

48. The clock in the Dispatcher's office of each Division is the Standard of Time for such Division, and watches of all Conductors, Engineers and other employes of the respective Division must be regulated daily by this standard. No excuse will be taken for variation of watches. The time will be regulated by telegraph from Dispatcher's office of each Division at 12 o'clock M. each day. The Standard of Time for all Divisions and Branches east of Fargo is St. Paul Time, and for Dakota Division and Branches, 15 minutes slower than St. Paul Time, and for Missouri Division 30 minutes

slower than St. Paul Time, and for Yellowstone Division and Branches, 45 minutes slower than St. Paul Time, and for Montana Division and Branches, one hour and fifteen minutes slower than St. Paul Time, and for Rocky Mountain Division 1½ hours slower than St. Paul Time, and for Idaho and Pacific Divisions and Branches, Portland Time, which is two hours slower than St. Paul Time.

49. Conductors and Engineers will compare their watches with the clocks at the point where their run commences, and will furnish the time to other employes on the road.

SECTION FOURTH.

RULES FOR THE RUNNING OF TRAINS.

50. The **Trains** are **Classed** as to priority of right to the road as indicated on the Time Tables.

51. Trains which have their time at stations specified in Time Table are **Regular Trains.** All other Trains are **Irregular.**

52. Whenever a Train becomes twenty-four hours or more behind its own time, **it loses all right of track** and can only proceed as an Irregular Train.

53. On all **Divisions and Branches of the Road, the Eastward and Southward Bound Trains** shall have the right to the Road against all **Westward and Northward Bound Trains** of the same or Inferior Class; but no **Eastward** or **Southward** Bound Train must leave any Station or Passing Place where by the Time Table it should pass a Train of the same class, until five minutes after its own time per Table, and this five minutes allowed for variation of watches must be observed at every succeeding station until it shall have passed the expected Train. This rule is not intended to give any rights to a Train of an Inferior Class against a Train of a Superior Class, but it is only to affect the Trains of the same class in regard to each other. No portion of the five minutes allowed for variation of watches must be used by Trains running in either direction.

54. On all Branches of the Eastern Divisions of this road, Trains **going from** the Junction Station on the Main Line will be considered West Bound, and Trains approaching the Junction station on the Main Line will be considered East Bound.

55. All **Trains** of an **Inferior Class** must

keep out of the way of all Trains of a Superior Class going in either direction.

56. Trains of an **Inferior Class** moving in the same direction with Trains of a Superior Class, must get out of their way by going into the nearest siding.

57. A Train must not leave a station under any circumstances, before its time as specified in the Time Table without a Special Order from **the Superintendent.** When no arriving time is specified, Trains may arrive at stations ten (10) minutes (or less, as may be sufficient for the purpose) ahead of their leaving time, in order to do station business and leave on time, or let following Sections come in; provided they do not exceed the maximum of speed prescribed in Rule 59.

58. The running time of the Train is intended to be used in running, and not wasted at stations, and Trains having slow time, will not wait at stations to kill time, but will consume all the time in running, except as provided in Rule 57.

59. The maximum Rate of Speed for Passenger Trains is two (2) minutes to the mile. Stock and Mixed Trains three (3) minutes to the mile.

Freight and Wild Trains four (4) minutes to the mile. (See Speed Table, Page 79).

60. Passenger Trains meeting Passenger Trains, whether by Time Table regulations or by Special Order, will come to a **full stop** between switches and as near to each other as practicable. Passenger Trains will approach all stations with care, and will not pass the first switch at stations where Trains of any class are being met, without Train being under perfect control.

61. Freight and Working Trains will come to a full stop at stations when meeting any Train.

62. When Trains meet by Special Order, the Conductors and Engineers **must inform each other** what Train they are. This must be done **by word of mouth, and not by any signals of the hand or fingers.**

63. No Train shall proceed toward a station where it expects to meet a Train of the same class having a right to the road **unless** it has **ample time** to arrive at that station strictly at or before the Time Table time for the latter Train to leave that station.

64. No Second Class Train must leave a station immediately preceding a station where

a First Class Train is expected to be met, unless it shall be able to arrive at the latter station by its average rate of running, and get on siding entirely out of the way of the First Class Train, ten (10) minutes before the time the First Class Train is due to leave that station.

65. No Second Class Train shall leave a station immediately preceding a station where they are to be overtaken by a First Class Train, unless they have ample time to arrive at the station and get out of their way ten (10) minutes before the First Class Train is due to arrive.

66. Leaving Time of Trains is always to be taken **for Card Time.**

67. The **Full Faced** Figures on the Time Tables indicate the regular Meeting and Passing places for Trains.

68. Should it become necessary for a **First Class Train** to **occupy the Main Track** at a station or turnout, in the time of any Train of the same class which by the Time Table should either stop or pass any First Class Train at such station or turnout, no signal shall be given to such approaching Train except as provided in Rule 70.

69. Should a Second Class Train be compelled to occupy the Main Track on the time of

any First Class Train, the Conductor of the Second Class Train must send out the proper Danger Signal to prevent accident. If Freight Trains are obliged to keep the Main Track at any time when passing Passenger Trains, a man must always be sent out with Red Signals to warn the approaching Train, and the Freight Train Conductor must see that the Switches are right for the Passenger Train to go on the siding.

70. When a Second Class Train is occupying the Main Track inside the Yard Limits at stations where Yard Limits Posts are erected, or between Switches at other stations, where by the Time Table a Train of its own class should stop or meet any Train, no Signal will be sent out, except where the view is obstructed, or when the weather is such as to prevent seeing far enough ahead to avoid accident, in which case both Trains are alike responsible, in case of collision.

71. Irregular Trains **shall not be run without an order direct from the Division Superintendent.** They shall be known and described according to their character as **"Special," Passenger, Freight, or Working Trains, or "Special Engines."** Such Trains **have no rights on the road** other than those conferred in the Special Orders by which they run, and, except in

cases when they are given special rights over Regular Trains, **they must clear the Main Track at least fifteen (15) minutes before Passenger Trains and ten (10) minutes before Freight Trains are due.**

72. On the arrival of an Irregular Train at its appointed destination, or on its quitting the use of the road when authorized to run back and forth, the Conductor (or Engineer in case of a Special Engine without Conductor) shall notify the Division Superintendent to that effect in writing, to be sent by telegraph and placed on file by the Operator, and all its rights to run shall then expire.

73. Conductors and Engineers of Wood, Work, and Construction Trains, **must,** before going to their work in the morning, ascertain the position of all Trains, and learn positively that all Trains due during the night have arrived or passed. They shall report to the Division Superintendent where they intend to run and work, and receive a Special Order to do so. All such Trains when leaving a station for their work or returning, **must proceed with the utmost caution, and never risk the safety of the Road.** They must never be on the Road within fifteen (15) minutes of the time any Passenger

Train is due. They may continue their work, when of pressing importance, until regular Freight Trains approach, **provided a Flagman is kept a half mile each way**, with the proper Signals, when they must run before the Freight Train to the nearest siding. The Flagman, in every such case, must exhibit the prescribed Red Signal, and also, on arriving at his post, must at once place a torpedo on the rail and keep it there till called in by the whistle of the Engine of his Train, or until he is certain his Signal is observed by the Engineer of the Freight Train. **Should he hear the Freight Train coming after he has been called in, he will remain at his post and flag the approaching Train.**

74. Conductors of Wood, Work, and Construction Trains must also notify the Superintendent every evening, from the nearest telegraph office, where they will work the day following, and under no consideration pass the limits given without permission. They will not occupy the Main Track between 8 P. M. and 5.30 A. M.

75. If a subsequent order be given, moving a Working Train beyond, or curtailing the length of the limits first prescribed for it, the original order expires and must not be used.

76. The responsibility for Rear End Collisions at Coaling, Wooding or Watering Stations, as a rule, rests with the following Train, but if the view is not clear or the weather stormy or foggy, then both Trains are equally responsible; provided, however, that a Second Class Train will protect itself against a First Class Train at Coaling, Watering and Wooding Stations, the same as at other points. In case a stop is made between stations for Fuel or Water, the rear end must be protected as per Rule 95.

77. No Train will move backward over any part of the Road, whether it be on Main Track or Siding, or however short a distance, unless there is a man on the rear end of the Rear Car before the Train is signaled to move backward, who will remain in that position while the Train is moving backward. This will apply to backing a Train on side tracks or in any of the various yards. When making up Trains in yards it may not always be practicable to have a man on rear of Rear Car. In such cases there must be a man on the ground in full view, to warn persons of danger.

78. The Trains possessing the right to the Road are entitled to the Main Track at meeting points, but will promptly take the Side Track

when it is known that Trains are to be met and passed, and time can be saved by so doing. Where practicable, Trains will always take the Side Track from the nearest end. If from any cause it is necessary for Trains intending to take Side Track to run by and back in, a man must be sent with a flag at least one-half mile in advance of the Train. Trains should always approach sidings with caution, in anticipation of a Train backing in at the near end of the switch.

79. Trains may consist of one or several Sections. When more than one Section, the engine of each Section except the last shall carry the prescribed signals to indicate that another train is following.

80. When one Section of a train follows another that is carrying Signals for it, the Section or train following **has all the Time Table rights of the leading train and no more.**

81. Whenever one train is to follow another on the same time, notice must be given to the forward train and the Conductor thereof must notify in person all Conductors whom he may meet at stations where he stops of the fact, besides carrying the proper signal. One train following another must be kept at least one mile

behind except at Stations or Water Tanks, which must be approached with great care.

82. When any Section of a train is unable to make the specified time, the Conductor will drop a man with Danger Signals to warn all the following trains. It is the duty of the Conductor of every train, when the train stops from any cause, to immediately protect the rear end of his train as per Rule 95. No understanding with the Conductor of the following train will relieve him of his duty.

83. Any train following a Red Signal must be run with caution, at all stations, on all curves and obscure pionts on the road, on the supposition that the signals have not been everywhere noticed.

84. **When two or more Sections of a Passenger Train are run they must be kept fifteen (15) minutes apart.** When a light engine is run as first Section of a Passenger Train, or when two or more Sections other than Passenger Trains are run, they must be kept ten (10) minutes apart, except at meeting points, which must be approached with great care. At such points the responsibility of a collision rests with the following Train. The following Train must approach all stations with great care, expecting

to find the leading Train at the station. In case of fog, darkness, or at dangerous places, the forward Train, as an extra precaution, will send out a Flagman, but it must be distinctly understood that this does not relieve the following Train from the responsibility for a collision.

85. Engines running alone or in company with other engines or trains must carry a Red Signal on the rear of their tenders by night. Such Engines must carry the proper Signals to be used in case of detention or "breaking down."

86. **Whenever a Train or Engine** is run over any portion of the road without a Conductor, the Engineer will be regarded both as Conductor and Engineer, and will act accordingly. He will be required to make the Conductor's running reports and return them to the proper officers.

87. Should one train be held by another between Telegraph Stations, the Conductor of the train thus detained may require the first train passing him bound in the same direction to carry Signals for him to the next Telegraph Station, where he must report for orders, but a Passenger Train shall not carry Signals for a Freight Train when another Passenger Train is to be met at

the Telegraph Station or some station intermediate, nor in any case unless the Freight Train is ready to follow immediately.

88. If it is not possible to let the Regular Train pass without delay, the Delayed Train can carry the Signals and run ahead of the Regular Train to the next Telegraph Station, where they will notify the Superintendent of the Division what they have done. Should the Delayed Train carry the Signals and run ahead and on the time of a Regular Train, they **must be very particular to notify all trains they meet until they arrive at the Telegraph Station.** If, upon arrival at the Telegraph Station, they receive orders from the Superintendent to proceed ahead of the Regular Train on whose time they have been running, they will notify all trains they meet until their arrival at a station where a Register Book is kept, when they will register the fact that they carried Signals and run as Train No.—— from —— Station to ——Station.

89. It will be the duty of the Agent and Operator at the station where there is no Register Book, and to which Signals are carried as per Rules 87 and 88, to **flag and notify** all Opposing Trains of the fact, until the expected train for which the Signals are carried has arrived. The

Agent or Operator will also notify the Superintendent of the Division that Train —— or Engine —— carried Signals to his station for Train or Engine No. —— and that he will keep Signal out for Opposing Trains until the expected train arrives.

90. Engines or Trains that have orders to carry Signals to stations where there are no Register Books kept will be governed by Rule 88.

91. Except as provided for in Rules 87 and 88, Conductors shall not assume the rights or take the time of another train without special orders from the Superintendent.

92. When an Extra Engine is sent over the road on the time of a Passenger Train, it shall be run as the first section of the Passenger Train when practicable, and carry Red Signals for it.

93. No Train or Engine without a Train shall start to follow a Passenger Train until at least five (5) minutes after its departure, and must then follow with great caution. See Rule 84.

94. Trains are never to be pushed by the Engine when it can possibly be avoided. In case two or more Engines must be used, and if for any reason it is not advisable to couple them together, the train must be divided and a part taken by each Engine.

95. When an accident occurs or when a train stops on the main track between stations, the Train Men must instantly take all necessary measures to thoroughly protect it in both directions. The rear Brakeman must immediately go back with Danger Signals not less than nine hundred (900) yards or the distance of sixteen standing telegraph poles, **whether another train is expected or not.** He must have with him three Torpedoes in addition to the proper Flag or Lanterns; these Torpedoes he will place upon the rail five or six rods apart, the farthest one being, if possible, one-half mile from the obstruction.

96. When a Flagman is sent out to signal any approaching train, he must, if possible, avoid stopping on a curve, or behind any obstruction, endeavoring to pass beyond the same, should such exist, and reach a position where he can be clearly seen from the approaching Train, for at least one-fourth of a mile. **The Conductor must know that his Train is fully protected in both directions,** and he will be held responsible, if any accident occurs from want of any precaution that could have been taken.

97. When a Flagman is called in, and there is

not a clear view for one-fourth of a mile in the rear of the train, Torpedoes will be left on the track.

98. In cases of fog, storm or darkness, the use of Torpedoes is particularly required. Flagmen will, if possible, stop approaching Trains before they explode the Torpedoes, and, when they succeed in so doing, will preserve the same for future use.

99. Trains are to be run under the direction of the Conductor, except when such directions conflict with these rules, or involve **risk or hazard,** in which case the **Engineer will be held equally responsible.**

100. Conductors and Engineers are prohibited from making **"Flying Switches."** The use of sticks in breaking is also prohibited except on mountain grades, and then only by the approval of the Division Superintendent.

101. Freight Trains that are designated to carry Passengers, will not carry them except upon the rear Section, when more than one Section, except by special order of the Superintendent of the Division.

102. Trains will not stop at those stations against which a * is placed in the Time Tables, unless it shall be necessary to take fuel or water, pass or get out of the way of trains.

103. All Trains and all Engines with or without Trains, must come to a full stop at the crossing of all intersecting Railroads, at a distance not exceeding 200 feet from the same, and never proceed until the way is known to be clear.

104. In doing work in cities and villages, where, by city ordinance, fines are imposed for blocking crossings, Trainmen are personally liable unless it can be shown that the blocking of the crossing was unavoidable.

105. Great care must be taken in handling Stock Trains to prevent injury to stock. Engines taking water must be cut off before reaching the tank, to avoid jerking the stock to get the tank spout in place.

When Trains Break in Two.

106. When an Engineer discovers that his Train has broken apart, he will give the Trainmen notice by giving two successive blasts of the whistle—the first prolonged, the second much shorter, thus ——— —, and repeat several times when necessary; and will not stop the forward part until he is sure the rear part is at a standstill. When entirely certain that the rear part has stopped, the forward part may stop, and

after sending back a Flag or Signal, will move slowly back to get the rear part of Train, but not until a Signal to back up has been received from the rear part of the Train, which must not be given unless the rear part is standing still. If the Engineer cannot make sure that the rear part has stopped, he will proceed to the nearest siding, where he will leave his train, after which he will Flag his Engine back to the rear part of his train, presuming that it is still in motion and taking great care not to collide with it. As soon as the men upon the rear portion of the Train discover that it has broken apart, they will stop it, and protect the front and rear by the usual Danger Signals. If a following Train reaches this detached part before its Engine has returned, the following Train will not push the detached portion. If any train breaks into more than two (2) parts, the rear part must be stopped first, then the part next forward of it, and so on, using great care not to stop any part so as to permit a following portion to collide with it. When stopped, each portion must be protected by Signals, if possible.

107. To avoid any misunderstanding and unnecessary telegraphing, the following will be observed: Whenever a new Time Card takes

effect, all Trains on the new Card will take the time and rights of corresponding Trains on the old Card. If this leaves the new train ahead of time, they will not proceed without special orders until they strike the time of the Train whose number they take. If the numbers of trains are changed by change of Card, the Trains of the new Card will not take the new numbers without an order from the Superintendent. If the new Card takes effect when certain Trains are between stations, all such Trains will Flag to the next Telegraph Station. It must be distinctly understood that the moment a new Card takes effect the old one is thrown away, and if the new Card calls for Trains that should have left the terminal before the new Card took effect, such Trains have an existence from the very moment the Card takes effect, no matter if between stations, and all Trains affected will not run against these Trains without special orders.

108. Any alteration or modification of these Rules and Regulations will accompany the Time Tables, as Special Instructions; and such Special Instructions will remain in force only while the Time Table to which they are attached continues in use, and will apply only to that Division of the road to which the Time Table on which they are printed belongs.

109. In every case of Doubt take the Safe Side.

RESPONSIBILITY FOR THE SAFETY OF SWITCHES.

110. The absolute General Rule for all Switches, when not in actual use, is that **they must be set for the Main Track and locked.**

111. A Switch must never be left open for another Train or Engine, upon the supposition that its Conductor will close it, unless such Conductor assumes its charge. Conductors, Brakemen or others handling Switches, must stand by them until relieved, or until Switches are closed.

112. The Conductor or Engineer who uses a Switch is responsible for its position, unless the Switchman or another Conductor personally assumes its charge.

113. All persons who are required to open or close Switches must never attempt to throw the Switch while a Locomotive or Car is on the Shifting Rail, except to prevent an accident.

SECTION FIFTH.

RULES FOR THE RUNNING OF TRAINS BY SPECIAL ORDER.

114. In moving Trains by Special Order, **each Section** shall be taken and considered as a

separate and distinct Train, and shall receive and run only under Special Orders addressed to its own Conductor and Engineer.

115. All orders for the movement of Trains by Telegraph will be addressed to the Conductor and Engineer, and written by the receiving Operator on manifold paper, so arranged that three impressions shall be taken. The Conductor and Engineer addressed shall read the order carefully, and, if understood, shall sign it, together with Train number, which must be transmitted with it. It will then be repeated back over their signatures to the Dispatcher, who will, if the order is correctly repeated, reply, "Order Number" (give number) "is O. K.", sign and give time, all of which must be recorded on the order, and the whole countersigned by the receiving Operator. One impression of the order when properly signed, will be given to Conductor, and one to Engineer. The third impression must be kept by the Operator in his manifold book. Receiving Operators must not, under any circumstances, repeat an order back until the personal signatures of the Conductor and Engineer are first obtained.

116. All Orders and Messages relative to the movement of Trains must be written in full,

and no abbreviations used, except the telegraph abbreviations, "12" (How do you understand?) and "13" (I understand.) Figures must be written out in full and duplicated, thus: Twelve thirty (12.30).

117. A Special Order for the movement of Trains, sent by telegraph, **has no force or value** until the understanding of the Conductor and Engineer has been repeated to the person giving the order, and been approved by him as "O. K." and not then until the approval is entered upon the order and the Operator has signed his own name thereon. When, by reason of the telegraph failing, or from any other cause the understanding cannot be sent, or "O. K." given, **the order is void and will be so considered by all concerned.**

118. Both Conductors and Engineers shall sign their names to the order. Neither shall sign for the other, nor the Operator or any other person for either of them, under any pretext whatever.

119. A Train shall not be started to run by Special Order unless both the Conductor and Engineer have a copy of the order complete as prescribed in Rule 115, in their possession; nor until they have compared the copies of the order,

one with the other, and with the understanding given, and know that they agree. Operators must not allow a copy of an order to leave their possession until complete, as prescribed in Rule 117, nor enter "O. K." thereon in advance of its receipt, nor sign their names thereon until the order is otherwise all complete.

120. Alterations, Interlineations and Erasures must not appear on orders delivered to Trainmen. Should it be necessary to make any change in first copy, the Dispatcher must repeat the entire order, and a new copy be made by receiving Operator.

121. Not more than one person on a District or Division shall be permitted, at the same time, to give Special Orders for the movement of Trains.

122. Division Superintendents and Train Dispatchers under their directions, are the only persons authorized to give such orders, and the authority is limited to their respective Divisions or Districts.

123. Train Dispatchers shall only give such orders in the name of the Division Superintendent, adding thereto the initial of their own.

124. A transfer of the authority to give Special Orders for the movement of Trains shall

not be made except in writing, containing a specific transfer of the authority, and complete statement of all unexpired orders; and if done by telegraph, an understanding shall be returned before the authority is exercised by another person, and "O. K." given, as provided for Special Orders in Rule 117.

125. When orders are awaiting the arrival of a Train, the Operator must display a Green Signal. On sight of such Signal at a telegraph station, Conductors and Engineers **must go at once** to the office to receive and respond to orders. **The Green Signal must invariably be lighted after dark, and in complete readiness for instant use.** Conductors and Engineers must keep a careful lookout for this Signal at telegraph stations; and when seen, the Train must be brought to a full stop, and they must ascertain, from the Operator in charge, the object of the Signal. If the orders are not for their Train, they must obtain a Clearance on printed form to that effect from the Operator in charge, which the Conductor must read and hand to the Engineer before proceeding.

126. The absence of a Signal at any telegraph station, or the showing of a White Signal **at the place where the Train Order Signal is**

displayed, is clearance so far as it relates to Train Orders, but at all night telegraph offices, between the hours of 7 P. M. and 7 A. M., all Trains will consider themselves held for orders unless they receive a clearance. When a train is held for orders by a "13" order, **they cannot be released by any form of clearance or notice** of bad track or bridges unless the holding order is recalled. **It requires a regular "13" order to release a Train held for orders by a "13" order.**

127. When an Operator receives an order to Flag and hold a Train for orders, the "13" will not be sent back until the Dispatcher is notified **"My Signal is out."**

128. When an Operator receives an order to hold a Train which is **standing at or passing his station,** the "13" must not be sent back until the Conductor and Engineer have been shown the order and signed their names.

129. In giving orders against Passenger Trains, Dispatchers will in every case get the understanding from Conductor of Train having the right to the road, before moving any Train against them, except at terminal stations, where Dispatchers may depend upon Operator and Green Signal to hold such ruling Train.

130. In giving orders against Freight Trains Dispatchers will, so far as practicable, get understanding from the Conductor of the Train having the right to the road, before running any Train against them; but in case such understanding cannot be had without delay, Dispatchers may depend upon Operators and Green Signals to hold such ruling Train, provided they have one telegraph office open between the station at which the Train is held for orders and the meeting point; or if the office is open at meeting point, ruling Train may be held by Green Signal one station from meeting point.

131. In an emergency Rule 129 can be modified so as to allow a Train to be run against a Passenger Train, by holding through an Agent and Operator, but it must be only in extreme cases.

132. Every precaution must be taken to prevent orders from being forgotten, and to this end avoid holding Trains beyond too many telegraph stations.

133. All Special Orders for the movement of Trains will be given in the forms herewith prescribed:

Form A.

Conductor and Engineer Train No..... will not pass ..... until Train No..... ..... Conductor, arrives.

Form B.

Conductor and Engineer Train No....run to..... regardless of Train No....

The word "regardless" as used in Train orders has the same significance as the word "meet"

Form BB.

Conductor and Engineer Train No ..... meet Train No.....Conductor.....at.....

Form C.—Running Ahead Order.

Conductor and Engineer Train No. ..... run from ..... to ..... ahead of Train No. ....

Upon this form of Order, the slow Train will run ahead of the fast Train to the point designated, but not ahead of its own Card time, or exceed its maximum rate of speed.

Form D.

Conductor and Engineer Train No. ....:
Train No. .... runs from.....to.....ahead of you. Left.....at.....

Form E.—Abandoning Order.

All Concerned, or Conductor and Engineer Train No...
Train No..... of this date, April sixteenth (16th), is abandoned on .. .. Division, or East or West of .....

Form F.—Carrying Signals.

Conductor and Engineer Train No. ....
Carry signals from ..... to ..... for .....Conductor or..... .....Engineer.

Form G.

..... and Engineer:
Carry signals for.....Light Engine or .....
Conductor, and run as Second Section Train No.....
from.....to.....

Form H.

..... and Engineer:
You will run as Third Section Train No..... from
....to.....

Form I.—Working Order.

. .....and Engineer:
Work to-day, April sixteenth (16th), between.....
and.....wild (or irregular), (or avoiding regular
trains). Flag against .....Work Train or Extra
on same ground or East or West of..... *He* is not
(or is) flagging against you.

Form J.—Irregular or Wild Trains.

Run from.....to... .....wild (or avoiding
Regular Trains). Run ..... miles per hour. Flag
against Jones. (State what kind of a Train Jones is
running.) East or West of ..... He is (or is not)
flagging against you.

(NOTE.) The word "wild," as used in Train Orders, has the same meaning as "avoiding Regular Trains," and the word "irregular" can be used in place of "wild" if desired.

Form K.—Flagging and Holding.

Agent and Operator:
Flag and hold Train No.....at .....for orders.

or

Agent and Operator:
Flag and hold First, Second and Third Sections Train
No.... at..... for orders.

The Dispatcher must be absolutely sure the Train has not passed the station before using this form of order.

Time Orders.

Orders of this kind should only be given in case of an emergency.

Second Class Trains running ahead of or against First Class Trains, following form of Order will be given the First Class Train:

Form L.

Train No ... will run .....minutes behind Schedule Time from.....to.....

Upon this Order, the First Class Train will run not less than ten (10) minutes more behind its Schedule Time than the time specified in the Order.

Following form of Order will be given the Second Class Train:

Form M.

Train No.... can use ..... minutes on the time of Train No.... to run from.....to.....

Upon this Order, the Second Class Train can use the time of the First Class Train as indicated, in order to make the designated or any in-

termediate station, ahead of, or against the First Class Train, but not ahead of its own Schedule Time.

In all cases where Special Orders are not fully understood, ask for an explanation, and in every case of doubt **take the safe side.**

Double Order.

In using this form of Order, send to all Trains affected, at one and the same time, when it is practicable to do so.

Form Ab.—An Order for a Definite Meeting Point.

Train No.... Conductor..... and Train No.... Conductor..... will meet at .....

Upon an Order of this form, the Train arriving first at the station named, will wait until the other Train arrives, unless the Conductor and Engineer receive another Order authorizing their Train to proceed.

Form Ad.—An Order giving one Train the right to the Road against another, to a certain point, until a certain time.

Train No.... Conductor..... .....
You can have until..... to go to.....against
Train No.... Conductor.....

Upon this Order, the first-named Train has the right to run to the station designated up to

the given time, or before, but not ahead of Schedule time, and from there it will be governed by Time Card rules. Should the first-named Train fail to reach the station designated within the time allowed, it will run as per Schedule, against the other Train. In such case the Train last named in the Order will not leave the station designated until **five minutes** after the time allowed for the first-named Train to arrive, after which time it will run as per Schedule.

INSTRUCTIONS TO BE OBSERVED IN CLEARING THE TRACK OF SNOW AND ICE.

134. When two or more engines are coupled together, the forward engine will (except in case of danger, when any engine will signal), be considered the Signal Engine, and the position of the forward engine will govern all others, no matter in what position, whether forward or back, to the Signal Engine, they may be placed in the gang.

135. When starting for, or backing out of a snow drift, the forward engineer **will first place his lever in proper position,** and then signal the other engines. The second engineer will answer the signal first given, only when **entirely** ready to give his engine steam. The third engin-

eer will answer the signal of a second engineer only when **entirely ready** to give **his** engine steam, etc. The last signal given will govern **all engineers** in giving steam to their engines, which must be done on the instant.

136. In case a following or assistant engine is employed, it will keep at least one half mile in the rear of snow gang, and be prepared to move forward the instant required. Five blasts of the whistle is a signal for following engine to move forward to assist snow gang, and the signal should be **answered** by the same signal.

137. In case engines become fast in snow bank, it is best to shovel out one of them at a time, and clear the track of snow. The released engine then becomes a helper for the others.

138. In running for snow banks, engineers must, in absence of express orders, as regards speed, use their best judgment, considering the condition of track and bank. When snow is badly packed and frozen, the edge of drift should be broken to allow plow to follow under with safety. In absence of an experienced conductor, head engineer will frequently examine snow banks before running, and especially when snow is deep, or badly drifted upon one side of track.

139. It is useless to run into snow banks with low steam, and engineers will therefore pay particular attention to having full boiler pressure before making a run.

140. On regular snow-bucking expeditions the pilots of pushing engines must be removed, and engines thoroughly equipped with substantial drawheads, firmly bolted. Also an extra supply of links and pins, and the coal in the tender well covered with tarpaulin.

141. Snow plows running ahead and on time of Passenger Trains, will pull beyond the station building and await the arrival of the Train before proceeding.

142. Everybody interested must understand that Plow Engines cannot use headlights, and that the shoe of the Plow is liable to crowd Torpedoes off the rail without exploding, and the frequent use of the injector in low temperature blinds the Engineer by steam, thus requiring the greatest possible care in flagging Plow Engines.

143. In Blizzards, when it is necessary to follow the Plow close, Engineers of following Trains will allow as much time as possible between the Plow and the following Train. All Engineers should mark the bad cuts, and in severe storms every precaution should be taken to

ascertain if the Plow Engine is through the cut or has had time to get a flag back. Particular attention is called to this rule.

144. No man is worth anything in Snow Plow Gang who has not perfect confidence in himself, engine and plow. Anyone who does not feel this is requested to inform his superior.

RULES FOR THE USE OF WESTINGHOUSE AIR BRAKES.

145. In making up Trains, all couplings must be united so that the Brakes will apply throughout the entire Train. The cocks in the Brake-Pipe must be opened (handles pointing down), except that on the rear of the last car, which must be closed.

146. In detaching engines or cars, the couplings must invariably be parted by hand. The cocks in the main Brake-Pipe, behind hose, must always be closed **before** separating the couplings to prevent application of the Brakes.

147. If the Brakes are set when the engine is not attached to the Train or car, they can be released by opening the release-cock usually put in the end of brake-cylinder.

148. For the Automatic Brake the handle of the four way cock must be turned **horizontally.**

If turned down it will be changed to Simple Air Brake, if turned midway between these two positions it will close communication with the brake-cylinder and reservoir, and should be so turned when desirable to have the Brakes out of use on any particular car, on account of the breaking of rods, etc. It is very important in order to avoid detentions, to keep the handles of these **four-way cocks** in their proper positions.

149. If desired to use Brake as non-automatic or straight air, turn the handles of triple valves down on all the cars in the Train.

Trainmen.

150. After making up or adding to a Train, or after a change of Engines, the rear Brakeman shall ascertain whether the Brake is connected throughout the Train.

151. When hose couplings are not used for connecting the Brakes between two cars, they must be attached to their dummy couplings.

152. When there is occasion to apply the Brakes from the cars, the valve must be held open to allow the air to escape until the Train is brought to a standstill, but this method of application should **only be used in cases of emergency.**

153. Trainmen must in all cases see that the Hand Brakes are off before starting.

154. Before detaching the Engine or any cars, the Brakes must be fully released on the whole Train. Neglecting this precaution, or setting the Brakes by opening a valve or cock when the Engine is detached, may cause serious inconvenience in switching.

Mountain Grades.

155. Before starting up or down grades which exceed one hundred feet per mile and one-half mile in length, examine Brakes and air apparatus carefully. Also make a test before starting from any point if engines or cars have been changed.

CONDUCTORS.

156. All Conductors will be at their Trains, at Terminal Stations, thirty minutes in advance of their leaving time per Time Table, and by their **personal attention** insure leaving promptly on time.

157. Conductors will be held responsible for the safe management of their Trains and for the strict performance of duty on the part of the men engaged with them. In order to secure

effective work, Conductors must make themselves familiar with the duties required from other Train employes, and see that they are fully performed.

158. They will require their Brakemen to assist ladies, children, and infirm persons off and on the cars, and will render such assistance themselves when necessary.

159. Conductors are positively forbidden to send word to another Train, either by telegraph or otherwise, that they want the other Train to take the siding. If a Train whose place it is to take the siding cannot get on the switch, **they must not pass the frog without first stopping and sending forward the prescribed Danger Signals.**

160. Every Conductor will inspect the Bulletin Board before the departure of his Train from Terminal Stations, and will compare time with his Engineer. Conductors and Engineers will compare time with other Conductors and Engineers when meeting on the Road, if practicable so to do.

161. Promptness in doing work at stations is enjoined. **Make every minute count.** The running time of a Train between stations is intended **to be used in running, no matter how**

slow it is. This rule applies not only to Freight Trains doing work at stations, but also to Passenger Trains in loading and unloading Passengers and Baggage.

162. If a Conductor discovers anything wrong with the Track, Bridges or Culverts, which would be likely to cause an accident to a following Train, he must not rely **wholly** upon the telegraph to notify other Trains, but must leave a Flagman in addition to telegraphing.

163. Conductors when notified of a defect in the Telegraph ahead, must (unless there is a Telegraph Repairman on the Train) station a Brakeman to watch for the same, and when found, report its character and location to the Telegraph Operator at the next office.

164. Conductors must, when practicable, stop their Trains to let Telegraph Repairmen off at defects of the above description, or to take them on when necessary to facilitate their movements to repair at other points.

165. Whenever an accident occurs which involves the loss of life, serious injury of persons, damage to property, or the obstruction of the Road; or whenever the Road is found impassable on account of snow, or damage by flood or other cause, the Conductor or person in charge must

report the fact to the Division Superintendent or Head of his Department, by telegraph, as soon as practicable, giving all information necessary to a clear understanding of the case, such as the location, nature or cause, and extent of the injury, damage, or obstruction, and what relief or assistance is required.

166. They must report in writing to their Division Superintendent, at the end of each trip, all accidents that have occurred to the Train or in consequence of its running; such as getting off the track, uncoupling of cars in the Train, killing stock, injury to persons or property, either on the Train or otherwise, failure in any way of the engines, insufficiency of the supply of fuel or water, defective places in bridges or roadbed, and any other information that may be desirable to communicate. In case of injury of person, or loss of life, or damage to private property, Conductors must take the utmost care to furnish a full and exact statement of all the facts, with the names and addresses of the persons who witnessed the occurrence.

167. In cases where several Trains meet at stations where it is necessary to "saw by," the senior Conductor in the service of the Company, present, will take full charge for that particular occasion, and all interested will obey his orders.

168. Conductors must enter in the Conductor's Train Register Book at all Terminal Stations of Divisions and Districts, or wherever such books are kept, immediately upon arrival, the time of arrival of their Trains, number of engine, name of Engineer, number of cars of each kind in Train, and whether Signals carried or not, and if taken down at intermediate stations, so note. Conductors must leave a report at all night telegraph stations on the regular form of blank, giving arriving and departing time at that station.

SPECIAL INSTRUCTIONS TO PASSENGER CONDUCTORS.

169. No Passenger Conductor will permit any Employe of his Train to smoke while on duty. He will also observe this rule himself.

170. In starting a Passenger Train from Division terminals, **it must always be done with the bell cord.**

171. Should an engine of a Passenger Train break down on the Road, the Conductor has the authority to take any engine that he may meet or overtake.

172. Conductors of Trains carrying passengers are required to have the names of the sta-

tions at which they stop announced in each car **distinctly.** If there are no Brakemen on the cars, this duty will devolve upon the Conductor.

173. Conductors of Trains carrying passengers are required to pay particular attention to the ventilation of the cars, and the supply of water in the tanks. Conductors of Trains carrying emigrants will look to their comfort, and give them every opportunity to provide fresh water at Water Tanks, supplied by wells.

174. Passenger Trains will be made up in the following order, which must be observed, no matter how inconvenient or troublesome it may be: Freight Cars, if any, next the Engine; then Mail, Express, Baggage, Smoking, Second-Class Coaches, First-Class Coaches, Chair, Dining, and Sleeping Cars.

175. Conductors of Passenger Trains will invariably require their Air-Brake hose tested, cylinders and connections examined, and engine signal bell rung, if possible, from the rear coach of their Train, before leaving each Division station. They must inspect, or require some member of their crew to examine the Train at least four times over each Division, paying particular attention to journals, and reporting de-

fects, especially in the Air Brakes, specifying the number of the car or engine on which it occurs.

176. At one point on each Division, and at one point on each Branch line, Trains using the Air Brake will be stopped once daily with the Hand Brake. The station where this stop is to be made will be designated by the Superintendent of the Division.

177. Conductors will look to the printed matter sold on their Trains, and see that nothing improper is offered. Should anything improper be offered, they will prevent its repetition, and promptly report the facts to the Superintendent of the Division.

178. Conductors must not permit a News Agent to enter upon the discharge of his duties unless he has upon his cap the badge designated for him to wear. They are responsible for the good conduct of the News Agent while on duty, and have authority to prohibit his acting in such capacity **for that trip,** if he has failed to carry out the instructions given him. Every case of insubordination on the part of News Agents must be reported to the Superintendent of the Division.

179. Conductors of Passenger Trains, when on duty, are required to wear the regulation uniform.

180. In case of an accident, whereby Passengers and Baggage have to be transferred, Conductors must understand that they are to treat Express and Mail matter the same as Baggage, and will render all the assistance they can in making such transfer, and must handle all Baggage with care, and will be held responsible for unnecessary breakage.

181. When, from any cause, Conductors of Passenger Trains leave cars at any station without orders, they must notify the Division Superintendent of the fact by telegraph from the first office, giving the initials, numbers and kind of cars, the siding where left, and the reason for leaving them.

SPECIAL INSTRUCTIONS TO FREIGHT CONDUCTORS.

182. In doing work at stations, Conductors are required to carry out the wishes of the Agent in placing cars, etc. If the Agent's orders are unreasonable, the facts can be reported to the Superintendent of the Division. **Under no circumstance whatever will the Conductor undertake to settle the matter by dispute.**

183. In doing switching at stations, where you are required to disturb cars that are being loaded or unloaded, you will be particular to leave the cars in the same position as found. **Agents are required to notify the Superintendent of the Division of every instance wherein this Rule is violated.**

184. You are held **personally** responsible for the proper care of all freight while in your charge, and you will be careful to see that the same is delivered to the Station Agent according to the manifests. Conductors and Trainmen will be careful in handling freight in their charge, under all circumstances. A failure on the part of any employe to observe this Rule, will be deemed a sufficient cause for his discharge from the service of this Company.

185. When a Freight Car is left by a Train because defective and unsafe to run, the Conductor must see that the words "Bad Order" are written conspicuously with chalk on both sides, and the defective part marked with a cross.

186. When cars leave the track, they must not be turned over, thrown down embankments, broken up, or otherwise damaged, merely to get them out of the way. Every effort must be made by Trainmen to put them on the track with as

little injury as possible, and to take the damaged cars to a siding. The Conductor will call on Section men, or any other convenient force, for assistance, which must be promptly rendered.

187. If from any cause it becomes necessary to leave a loaded car at any station or side-track before reaching its destination, Conductors will leave way-bill with the Agent where the car is set off, or if there is no Agent, the way-bill must be left at the next station where there is an Agent, making proper indorsement on bill, why and where car was left, and must report the same at once by telegraph to the Superintendent, giving number and initial of car, with what loaded, destination, and why left. If the property is transferred into other cars, note the same on the manifest, giving the name of station where such transfer is made; also the date of transfer and the numbers of cars into which the property is transferred.

188. On taking freight from a station where there is no Agent, you must report the same at the first station where there is an Agent, when a bill must be made, at the rates named in the Tariff, from where the freight was taken.

189. All freight going to stations where there are no Agents, must be prepaid, and if consignee

be not there to receive it, you must call the attention of Trainmen to the fact and condition of delivery, noting their names as witnesses on manifest, which must be left at first station, having an Agent, beyond where goods are left.

190. Conductors of Trains carrying Live Stock are required to consult the wishes of the Drovers in matters pertaining to the care and comfort of the Stock, except when such wishes conflict with the Rules and Regulations of the Road.

191. Conductors having Live Stock in their Trains, unaccompanied by a Drover, will render such assistance and care as is necessary for the comfort of such Stock.

192. When Live Stock is unloaded for transfer and feed or other purposes, and is reloaded, Conductors will be particular to observe that the car numbers agree with the original bill; or, if they do not agree, that both the original numbers and the numbers of the cars to which the Live Stock is transferred, are noted on the bill. No excuse for failure in this respect will be entertained.

193. Be particular to unload freight at proper destination, and at Junction Points you must know that you have unloaded or switched all freight taking different directions.

194. When in charge of Way Freight Trains, Conductors must check the freight they deliver on the bills in the presence of the Agent, noting on them anything over, short or damaged, and report the same by telegraph to Division Superintendent, and on their Trip Report.

195. You are required to deliver Way Freight at Way Stations on the platform of the Freight House, or at such other proper and reasonable places as the Agent may designate. Agents will not fail to report promptly any refusal on the part of any Conductor to comply with this Regulation.

196. After unloading freight from a car containing freight for other stations, Conductors must see that the articles left in the car are not in a position to fall down.

197. Conductors must carefully examine the seals, locks and cleatings of cars, and keep such a record of the condition of the same as will enable them to give clear and definite answers to inquiries. They will inspect, or require some member of their crew to examine the Train at least four times over the Division, paying particular attention to journals and brake attachments.

198. The Conductor will be held **personally** responsible for the proper care of Speed Records.

He must carry the keys, attend **personally** to winding the clock, putting in and taking out of records. Car Inspectors at Terminal Stations will attend to the oiling, but it is the duty of the Conductor to know that it is done, and to report any negligence in this respect. At the end of each Round Trip the Conductor will send his record of speed to Division Superintendent's office, noting delays, etc. Should the Speed Recorder get out of order on the Road, and the Conductor is unable to put it in order, he will telegraph the fact at once to Division Superintendent. Cabooses must not be cut off Trains, or Trains cut in two, except at stations and yards where work is to be done, **making it necessary to do so.** Trains must not leave such station or yard until the Caboose and whole Train are coupled together. Any Employe, of whatever grade or rank, who may show a disposition to obstruct the working of the Speed Recorder will be dismissed from the service. Trainmen and others will use their best efforts to facilitate the proper management of Speed Recorders, thus reducing the liability for accidents, thereby insuring greater safety to themselves and the Company's property in their charge.

199. The maximum rate of speed that Freight

Trains are allowed to run is eighteen (18) miles per hour when equipped with Speed Recorders in good working order, and when not so equipped the speed must not exceed fifteen (15) miles per hour. On the Western Divisions the speed of Freight Trains must never exceed fifteen (15) miles per hour, whether equipped with Speed Recorder or not.

200. The following Tools, etc., are designated as equipment for Caboose:.

One Switch Rope.
One Chain.
One Jack Screw.
One Pair Wrecking Frogs.
One Packing Iron.
One Packing Hook.
Three Red Flags.
Three White Flags.
One Dope Bucket.
One Water Bucket.
One Can for Lubricating Oil.
One Can for Signal Oil.
One Draw Head complete.
Extra Links and Pins.
Extra Coupling Sticks.
One Train Box, containing—
One Axe.

One Hatchet.
One Hand Saw.
One Monkey Wrench.
Three White Lamps.
Three Red Lamps.
One Doz. Torpedoes.
One-half Doz. Car Brasses.
One-fourth Doz. Wedges.
Half-Doz. Draw Head Keys.

TRAIN BAGGAGE MASTERS.

201. Train Baggage Masters report to, and receive their instructions from the Superintendent of the Division or General Baggage Agent. They are under the immediate charge of the Conductors of their respective Trains, and will obey them accordingly, so long as their instructions do not conflict with the Rules and Regulations of the Company. Train Baggagemen will carefully observe all instructions given them by the General Passenger or Baggage Agent relative to Baggage. They will use the utmost care to secure the correct delivery of same.

202. They are required to be at their cars at Terminal Stations at least forty-five minutes in advance of Time Table leaving time.

203. They are expected to aid the Conductor as may be in their power in promoting the safety of their Trains, and whenever necessary they will apply the Brakes or render such other services as may be required, or the Conductor may direct.

204. Conductors and Baggagemen will allow no Persons to ride in the Baggage Car whose duty does not require them to be there.

205. Baggage Masters will ride in their Baggage Cars, and in no other cars in the Train.

206. They will be required to wear the Regulation Uniform while on duty.

207. Baggage Masters will receive no corpse for transportation beyond this Company's lines, unless accompanied by a physician's certificate, showing that death was not caused by any contagious disease. They will also require the same certificate before transporting a corpse between Local Stations, where the same is practicable; but in every case they must have positive information that death was not caused by any contagious disease.

208. They will in no case receive for transportation any corpse which may have become perceptibly offensive, even in the slightest de-

gree, whether accompanied by a physician's certificate or not, nor any corpse unless the case or casket is strong and well secured.

209. Train and Station Baggage Masters are particularly cautioned against the careless handling of Baggage; trunks are not to be broken. Conductors will give sufficient time to receive, transfer or discharge Baggage with proper care, and in case Baggage shall be injured through carelessness of Baggage Masters, the Conductor will report the same, with the probable amount of damage, to the Superintendent, that the amount may be deducted from the pay of the Baggage Master.

210. Train Baggage Masters must handle and deliver all Mail at proper destination, when no Mail Agent is on Trains for that purpose.

BRAKEMEN.

211. Brakemen are under the orders of the Conductor.

212. Passenger Brakemen must be at the Starting Station **forty-five** minutes before the departure of their Trains; examine the bell rope, look over their Train, and fasten their Badges on their caps.

213. Neatness in personal appearance, and civility toward passengers is enjoined.

214. They must have their Lamps trimmed and ready for lighting, and see that the heat and ventilation of the cars are properly regulated.

215. Passenger Brakemen, when on duty, are required to wear the Regulation Uniform.

216. Brakemen will not apply Brakes so tightly as to slide a wheel, nor allow a Brake to remain applied **over three minutes to the same wheel** while in motion, but in descending grades will use the Brakes of several cars to check and regulate the Train, and **change Brakes frequently.**

217. Brakemen must study these Rules and be prepared to take charge of Train in case of sickness or absence of the Conductor, and will be required to provide themselves with sticks, which must in all cases be used when making couplings.

218. When a Brakeman is sent out as a Flagman by the Conductor, he shall be held equally responsible with the Conductor for the faithful discharge of the duties set forth in Signal Rules, and should the Conductor be disabled, or for any other cause, the order is not given to protect the

Train by a Flagman, the rear Brakeman must at once proceed to carry out Rules whether Trains are due or not.

219. Brakemen or other Employes are prohibited from thrusting their heads out of car windows to note the movements of the Train. When it is necessary for the Conductor or Rear Brakeman to look ahead, it must be done from the platform of the car, and they must see that they do not expose any portion of their person sufficiently to be struck by bridges or other obstructions.

220. Tail Lights must be taken to the rear of the Train without passing through the sleepers, when it is possible to do so.

221. Forward Brakemen when riding on the engine will act under the orders of the Engineer in all matters pertaining to the safety of the Train.

ROAD FOREMAN OF MACHINERY.

222. The Road Foreman of Machinery is the representative of the Master Mechanic on the Road, and his instructions relative to the care of Engines, loads of Engines and use of fuel, and all other matters in the Machinery Department, will be obeyed.

ENGINEERS.

223. Engineers belong in the Department of Motive Power, and in all things relating to that Department, are strictly responsible to the Superintendent of Machinery, or his proper representative; but in all matters connected with **Road Service** or **Train** rights and duties, they will receive their instructions direct from the Superintendent of the Division.

224. They are required to be at their Engines, so as to get them out of houses, forty-five minutes in advance of Time Table leaving time, or sooner if necessary.

225. They are required to inspect the General Bulletin Boards, as well as those in Round Houses, before starting from Terminal Stations.

226. They will compare time with their Conductors before starting from Terminal Stations. They will also, when practicable, compare time with other Conductors and Engineers whom they may meet on the Road.

227. Each Engineer is held responsible for the Engine under his charge, for the general efficiency of the machinery or working parts, the cleanliness of the same, and for the proper working of the Air-Brake. He must in no case carry

excessive pressure of air, sixty pounds being the maximum pressure for from two to six cars, or seventy pounds for seven or more cars. They must report, on arrival at Terminal Stations, any failure of the Air-Brake, or any defects in the appliances connected therewith, and must know that they are in proper order before leaving such station.

228. Engineers and Firemen must be careful in the use of all property belonging to the Company, especially Tank Discharge Pipes, which must never, in any case, be pulled over or thrown from the tender while the Engine is in motion. The pipes must always be allowed to empty themselves before being thrown off the tender, and they must also see that the pipes are properly secured before leaving.

229. Engineers must not take any wood or coal at other points than those designated by the Proper Officer, except in case of emergency, when they will inform the Superintendent of the Division by telegraph, and the Superintendent of Machinery in writing, of the amount taken and point taken from; if from a car, the number and initial of car must be given.

230. Engineers will use every precaution to prevent fire catching from their Engines along

the line. They must carefully and frequently inspect nettings or other apparatus provided for averting sparks, and see that they are in good order. They will not throw out any burning waste or similar material along the line.

231. Engineers must close the dampers of their Engines, and use as little steam as possible in crossing all Bridges.

232. Engineers must pay particular attention to the various Signals displayed by Bridgemen, Trackmen and others. When a Danger Signal is shown, **never receive instructions concerning it until you come to a full stop.**

233. Engineers will not allow any person not employed upon their Engines, to ride there, except the Officers of the Road, the Conductors of their Trains, the Supervisors of Bridges and Track, and as provided in Rule 290.

234. The number of cars assigned as the ordinary loads for Engines, is fixed with a view to the general grades of the Road. Between certain points, where the grades are favorable, more can frequently be hauled. Engineers must be governed accordingly, and must co-operate fully with Conductors in this matter, both striving to advance the interests of the Company.

235. Engineers will report without delay to

their Conductors, all the facts connected with the striking of any person, animal, wagon or the like, upon or near the track. Also any negligence on the part of their Brakemen.

236. In cases where any injury is done to any Person, or Team, or to any Live Stock, or where property is damaged, the Engineer will make out his own separate Report of the facts to the Superintendent of the Division, in addition to the Conductor's Report of the same and upon the same form.

237. When instructed to carry Signals of any kind, they must display them properly, and see that they continue in proper position and condition throughout the trip, or until taken down in accordance with orders.

238. Engineers, except to prevent accident, will not sound the whistle when any part of a Passenger Train is passing them.

239. Engineers are forbidden to allow **any person to run or handle their Engines,** except he is appointed so to do by Superintendent of Machinery, M. M. of Division, or Foreman of Engine House. In case of disability of Engineer, the Fireman, if considered competent by the Division M. M. or Foreman, may be authorized to complete the trip in his stead.

240. When any unusual defect is observed in the Track, the Engineer will stop and examine the cause, and if unsafe, the Conductor shall notify the Sectionman in charge, and leave a man with proper Signals to warn approaching Trains, until the track is repaired.

241. Engineers must protect front end of Train by sending the Fireman out as Flagman when no other Flagman is available. When the Engineer cannot see the Signals on side of rear car, he will call for them to be displayed by giving two long and two short blasts of the whistle.

242. Engineers when applying the Air-Brake must not use the full pressure of the air except in cases of emergency. For ordinary stops the air must be applied slowly, and at a sufficient distance from the stopping place to enable them to stop without discomfort to passengers, sliding the wheels, or injury to the machinery or the Train.

243. When the Gong on Engine is sounded as a Signal to stop at Flag Station, the Engineer will answer by two short blasts of the whistle.

244. Engineers or Firemen should look back frequently to see that all is right; and in case the Train is broken apart, **great care** must be taken to keep the forward part out of the way of

the detached part, and every precaution used to prevent a collision. Engineers will in all cases go back after the detached portion with their Engines, under the protection of a flag, but must be absolutely sure that the detached portion has stopped. Trains coming up behind will wait indefinitely, unless otherwise ordered by the Superintendent.

245. The use of oils is directly under the care of the Engineer, and his duty is to use only so much of any as is necessary. The Fireman oils the valves, but he is under the orders of the Engineer doing so; and so with all stores used on Engines, the Engineer is the responsible party.

TOOLS.

246. Engineers must know that their Engines are supplied with all proper tools, and extra links and pins, and that they are in good order for use.

247. LIST OF TOOLS.

One Spanner Wrench for air pump.
One Spanner Wrench for injector checks.
One Spanner Wrench for feed pipes.
One Wrench for rod bolts.
One Wrench for rod set screws.

One Wrench for eccentric straps.
One Wrench for eccentric set screws.
One Wrench for cylinder heads.
One Packing Wrench for piston rods.
One Packing Wrench for valve rods.
Two Wrenches for piston packing.
One Wrench for pedestal brace bolts.
One Wrench for wedge bolts.
One 15-inch Monkey Wrench.
One 12-inch Monkey Wrench.
One Scoop Shovel.
One Coal Pick.
One Ash Hoe.
One Slush Bar.
One Broom.
One Water Bucket.
One Engine Chain.
Two Wrecking Frogs.
One Pinch Bar.
Two Cold Chisels.
Two Engine Jacks, with Levers.
One Small Jack, with Levers.
One Hand Hammer.
One Soft Hammer.
One Hand Saw.
One Axe.
One Packing Hook and Iron.

One Torch.
Two White Lights.
Two Red Lights.
Two Red Flags.
Four Torpedoes.
Two One-Quart Oilers.
One Tallow Pot.
One Two-Gallon Tallow Bucket.
One Two-Gallon Engine Oil Can.
One Two-Gallon Valve Oil Can.
One One-Gallon Signal Oil Can.
One One-Gallon Headlight Oil Can.
Six Flue Plugs.
Two Tender Truck Brasses.
One Engine Truck Brass.
Two Wedge Blocks for raising Engine.
One Set Hard-Wood Blocks for guides.
One Ball Cord for guide blocks.
Two Extra Rod Keys.
One Extra Air-Brake Hose (standard length).
One Extra Air-Brake Hose (8 inches longer than standard length).
One Extra Air-Brake Hose, between Engine and Tender.
One Extra Water Hose.
Three Extra Links and Pins.
One Extra Headlight Chimney.

Engineers will be required to make out monthly report as above, noting all deficiencies in the list of Tools, and repairs needed to the Tools on hand.

A TABLE—Showing Speed of an Engine, when the time of performing Quarter, Half, and One Mile is given.

Speed per Hour.	Time of Performing 1-4 Mile.	Time of Performing 1-2 Mile	Time of Performing 1 Mile.	Speed per Hour.	Time of Performing 1-4 Mile.	Time of Performing 1-2 Mile.	Time of Performing 1 Mile.
Miles.	M. S.	M. S.	M. S.	Miles.	M. S.	M. S.	M. S.
5	3 0	6 0	12 0	33	0 27	0 54	1 49
6	2 30	5 0	10 0	34	0 26	0 53	1 46
7	2 8	4 17	8 34	35	0 25	0 51	1 43
8	1 52	3 45	7 30	36	0 25	0 50	1 40
9	1 40	3 20	6 40	37	0 24	0 48	1 37
10	1 30	3 0	6 0	38	0 23	0 47	1 34
11	1 21	2 43	5 27	39	0 23	0 46	1 32
12	1 15	2 30	5 0	40	0 22	0 45	1 30
13	1 9	2 18	4 37	41	0 21	0 43	1 27
14	1 4	2 8	4 17	42	0 21	0 42	1 25
15	1 0	2 0	4 0	43	0 20	0 41	1 23
16	0 56	1 52	3 45	44	0 20	0 40	1 21
17	0 52	1 46	3 31	45	0 20	0 40	1 20
18	0 50	1 40	3 20	46	0 19	0 39	1 16
19	0 47	1 34	3 9	47	0 19	0 38	1 16
20	0 45	1 30	3 0	48	0 18	0 37	1 15
21	0 42	1 25	2 51	49	0 18	0 36	1 13
22	0 40	1 21	2 43	50	0 18	0 36	1 12
23	0 39	1 18	2 36	51	0 17	0 35	1 10
24	0 37	1 15	2 30	52	0 17	0 34	1 9
25	0 36	1 12	2 24	53	0 17	0 34	1 7
26	0 34	1 9	2 18	54	0 16	0 33	1 6
27	0 33	1 6	2 13	55	0 16	0 32	1 5
28	0 32	1 4	2 8	56	0 16	0 32	1 4
29	0 31	1 2	2 4	57	0 15	0 31	1 3
30	0 30	1 0	2 0	58	0 15	0 31	1 2
31	0 29	0 58	1 56	59	0 15	0 30	1 1
32	0 28	0 56	1 52	60	0 15	0 30	1 0

FIREMEN.

248. Firemen belong in the Department of Motive Power, and, in all things relating to that department are strictly responsible to, and receive their instructions from, the Superintendent of Machinery, or his proper representative; but in all matters **connected with the road service or train rights and duties,** they will receive their instructions direct from the Superintendent of the Division under whose orders they are at all times subject after crossing the turntable for service.

249. While on duty they are subject to the directions of their own Engineers, and will obey their instructions and render them such assistance, in the performance of their duties, as may be practicable.

250. They are required to be at their engines, at starting points, in time to have them out of the houses forty-five minutes in advance of Time Table leaving time or sooner if necessary.

251. In addition to the performance of their regular duties, they will, in cases of emergency, act as Flagmen as required by Rule 241, or perform such other extra duties as may be necessary to secure safety to trains.

252. They shall, when not engaged with other duties, assist in keeping a constant lookout, and will instantly give their Engineers notice of any obstruction that they may perceive, or of any signals observed from their trains ; or, in case they shall have reason to believe their trains have parted, they will immediately notify their Engineers of the same.

253. Firemen will be required to clean the engine jacket, hand-railing, domes, sand-box, bell, cap, cylinder and steam-chest casings, smoke-stack and wood or coal space of tenders as often as necessary or required. Engineers will see that this is thoroughly done.

YARD WORK.

254. At all Yards where Yard Limit Signs are set and where the view is not obstructed, Yard Engines can work to within five (5) minutes of the time of a Passenger train, and can occupy the main track on the time of a Passenger train when they are officially notified of the number of minutes late, or the time the Passenger train will arrive. When no Yard Limit Signs are set, Yard Engines will be governed by Rules 69 and 70.

255. Yard Engines when working in Yards where Yard Limits Signs are set can occupy the main track until Freight trains arrive, but should clear the main track as soon after their arrival as possible, and will be governed by Rule 104. If no Yard Limits Signs are set, observe particularly Rule 69. Yard Limit Signs should be set 2500 feet beyond the extreme switch in either direction.

MISCELLANEOUS INSTRUCTIONS TO TRAIN MEN.

256. Every person in the Transportation Department, who is governed by the foregoing rules, is required to study them carefully, and be prepared to stand an examination at any time. Each person must pass a thorough examination before he can be permitted to run a train or engine.

257. In case of an extraordinary rain storm at any point on the road, no train must pass over bridges, trestles or culverts until the train has first come to a full stop, and a man has been sent forward to make a thorough examination of the bridge, trestle or culvert.

258. Concerning signals placed upon the Track while repairs are being made on Bridges

or Track. Conductors and engineers must observe the signals placed by Bridgemen or Trackmen. Every case of non-observance of such signals must be reported to the Superintendent of the Division, by telegraph, giving number of train and engine.

259. Employes must avoid entering or passing through the sleeping cars, unless necessary, in the discharge of their duties. All unnecessary noise must be avoided about them at night, and care must be taken, in switching and handling, to disturb the inmates as little as possible.

260. Conductors, Agents, and others who are authorized to draw tools, material or supplies are directed to practice the utmost economy in the use of the same. In making requisitions for lanterns, globes, and such articles, a personal explanation will be required as to how they are broken or lost; and if broken or lost by carelessness, the Superintendent of the Division can require the guilty party to pay the cost price of the same.

261. No employe whatever may be his rank is allowed to take, for his own use, any Company supplies, material or other property, whether considered of value or otherwise. Every employe is expected to take such an interest in the wel-

fare of the Company as will prevent persons from carrying off coal, wood, material and other property, and to discountenance all petty thieving, by promptly reporting the facts to the heads of their respective Departments.

AGENTS.

262. Station Agents are responsible to and receive their instructions from the Superintendent of the Division, and wlll not absent themselves from their posts of duty without his consent.

263. They will comply strictly with all instructions given them by the Auditor, Superintendent and Assistant Superintendent of Traffic, General Ticket Agent, and Car Accountant referring to matters pertaining to their Departments.

264. Agents at Way Stations must go over their yards at least once every day and pick up all links, pins, grain-doors, or other property of a similar nature, and store the same in a secure place for future use.

265. Agents who have authority to employ assistants, or laborers, are required to keep their force cut down to conform to the amount of

business done. This they are expected to do without waiting for a special order from the Superintendent. Every Agent who fails in this respect neglects his duty.

266. Agents will see that their subordinates exercise courtesy in their dealings with the public and with each other.

267. In weighing cars they must in all cases be uncoupled at both ends and stand entirely alone and motionless upon the scale. When the weight of an empty car varies 200 pounds from the weight marked on the car, Agents will telegraph at once to Division Superintendent, giving full particulars (number of car, number of train, weight marked on car, weight as shown by scales, etc.), to enable him to arrange with Superintendent of Machinery to have car re-marked with correct weight at end of run.

268. Station Agents will at once report, in writing, to their Division Superintendent all matters interfering with the interests of the Company or prompt dispatch of business, and all irregularities of conduct or neglect of duty on the part of employes. They will be held particularly responsible for accidents to freight or other property, occurring through deficient facilities that they have failed to report to their Superintendent.

269. They will not allow a car to stand upon the Main Track to be loaded or unloaded, without special permission from their Division Superintendent.

270. Agents in flagging itrans for passengers or freight, will display a white flag by day, and a white light by night. In flagging trains for other purposes, use green or red flags or lights, as per Rule 31. If from any cause, Agents are required to use the white signals for other purpose than above described **they must swing the signals violently.**

271. Station Agents are held responsible for the safety of switches, which must always (except when a man is standing by) be kept locked and right for trains running on the main track. (This is not intended to relieve Conductors and others from care of switches they may use ; **whoever throws a switch upon side track must see it back on main line.**) They must always see that the track is clear at stations, and, **in no case** to allow a car to stand on the side track without the brake being properly applied to it, or the wheels securely blocked, and must personally examine the cars at their station before going home for the night, and when there are indications of a heavy wind, Station Agents and Conductors

will see that cars are not allowed to stand on a siding at a point where the distance between the rails of the side track and main track is less than seven feet.

272. Ticket Agents must not sell tickets to points at which trains do not stop.

273. Agents are required to notify their passengers when passenger trains are approaching, and if their duties do not require them to be in the ticket office while Passenger trains are standing at their Stations, they are expected to render all the assistance they can in loading baggage and aiding passengers. Agents must bear in mind, that while a train, Passenger or Freight, is doing work at their stations, they must render all the assistance in their power to have the work done quickly and properly.

274. Whenever a Conductor of a Local train refuses to take loose freight or cars offered to him, the Agent is required to report the fact to the Superintendent of the Division, giving name of Conductor and the reason assigned by him for not taking the freight or cars.

275. Have no disputes with Conductors concerning switching or other work ; notify trains what work you want done, and if they refuse refer the matter to the Superintendent of the Division.

276. They must use every effort to prevent boys climbing onto cars in the yard and jumping onto passing trains. They will not permit hotel and omnibus runners to ply their vocations upon the platforms or in the sitting rooms. It is an easy matter to have both of the points covered by a city or village ordinance.

277. Station Agents will see that the Station Baggage Master wears the regulation badge while on duty.

278. Station Agents are required to make themselves familiar with all the rules of the Company, and especially with those which in any way affect their duties.

CAR INSPECTORS.

279. Car Inspectors and others, whose duties require them to go under cars when in Trains, must give notice to the Conductor and Engineer of their intention. At District and Division Terminals and other inspection stations, the Conductor of the train must see that the Inspector is clear of the Train before giving signal to start.

CROSSING WATCHMEN.

280. Watchmen stationed at Street Crossings will keep vigilant lookout for all Trains or En-

gines, and display the proper signals until they have passed. They must warn vehicles and pedestrians of the approach of Trains or Engines, and not permit crossing until it is safe to do so. They must stand where they can be seen by the Engineers of all Trains, and must not depend upon the whistle for notice of approaching Trains or Engines. They will keep the lamps at crossings clean and lighted between Sunset and Sunrise, and the rails at crossings flanged, and report all defects in the track or Crossing planks to the Division Superintendent. Flagmen's houses are for the use of Watchmen only, and must not be occupied by others.

REGULATIONS CONCERNING FREE PASSES.

281. The following Officers of this Railway and no others will be permitted to travel free without tickets or passes :—The President, Vice-Presidents, General and Assistant General Managers, Superintendent of Machinery, and Assistant Superintendent of Machinery ; Superintendent and Assistant Superintendent of Traffic; Superintendent Northern Pacific Express ; General Ticket and Passenger Agent ; Division

Superintendents and Superintendent of Tele graph ; Engineer in Chief and his principal Assistants ; The General Solicitors and Land Commissioners ; Superintendent and Engineer of Track, Bridges, and Buildings. On their respective Divisions or Districts the following persons may travel free without passes :—Assistant Superintendents, Train Dispatchers, Master Mechanics ; Supervisors of Bridges and Buildings ; Roadmasters.

282. The passes of the following officers will be respected :—The President ; The Vice-Presidents ; The General and Assistant General Managers. Division Superintendents may pass employes of the Company within their respective Divisions.

283. The fact of being employed in the service of the Northern Pacific Railway Company, or of any other Company, gives no right to travel free on any train. Persons entitled to travel free will be furnished with passes by the proper Officers.

284. Passes must always be written and signed with ink, and must be on the blank forms provided for the purpose, when they can be obtained. Passes written or signed with lead pencil will not be honored by Conductors.

285. Trip passes will be given for passage only in one direction and not for return.

286. The signature and countersignature of a Pass must invariably be written by the proper person, and Conductors are directed to refuse a Pass signed or countersigned with the name of any Officer "by" any person.

287. Passes by telegraph will only be given by the General Manager and Engineer in Chief; President; Vice-President and Assistant General Manager except for employes as further provided in this rule—Such passes will only be given in the following form:

To Conductor, Train No. ....

This telegram, countersigned by the Agent and stamped with the office stamp will pass.....
.....from.....Station to....
.....Station.

Signed.....

Superintendents can send telegraph passes to employes of their Division. Conductors will send all Telegraph Passes taken up by them to the Auditor with their daily reports, and they will refuse all that do not strictly conform to these directions.

288. Conductors of Freight Trains are strictly prohibited from allowing any person whatever

to travel in the Caboose Cars or elsewhere on their train without special permits to do so, excepting persons holding Employes' Passes, and the officers named in rules 233 and 290. This rule may be suspended as to a particular train on any part of the line, by notation on the Time Table, such suspension remaining in force only during the continuance of that Time Table.

289. Conductors must always examine the Express and Mail Rooms, and not permit any one to ride in them, except the regular Express and Mail Agents on duty. They will not permit any one in the Baggage Car except the Baggageman, and they will not permit any News Agent or newsboy whatever to ride on their train without a pass.

290. Permits to ride on the engine may be given by the Manager and Assistant General Managers, Superintendent of Machinery and Division Superintendents ; but such permits must in every case be taken up by the Conductors and returned to the party issuing pass with their train reports.

291. Annual Passes issued by this Company are good until January 15th, following the year for which issued. All trip passes expire with the year.

INSTRUCTIONS TO FOREMEN AND OTHERS WITH REFERENCE TO N.P. BENEFICIAL ASSOCIATION.

1. All officers and employes connected with the operating departments of the N.P.R.R., are required to become members and are assessed for this fund, excepting: Those over forty-five years of age at the time of entering the Company's service; Employes on temporary duty; Employes whose monthly compensation is less than $25, with whom membership is voluntary; those afflicted with chronic diseases before entering the service of the Company.

2. The assessments are deducted monthly on the pay roll.

3. Since the Association assumes, under prescribed limitations, the medical care of all employes who are assessed, whilst in the service of the Company, foremen, and others whose duties require them to employ hands, should make inquiry as to the physical condition and state of health of all applicants for employment, and where these are manifestly unsound their services

should preferably be declined. Where a reasonable doubt exists, the applicant should be sent to a surgeon for examination.

4. Employes who are not assessed are not entitled to any medical services at the expense of the Beneficial Association or Railroad, or to any other benefits.

5. Employes belonging to the exempt classes, who may be improperly assessed, will not thereby be entitled to claim benefits.

6. New employes are required to sign the Constitution and Agreement, in the blanks provided, before commencing work. Each foreman should be supplied with a copy of this blank form of agreement.

7. A monthly report should be made on B.A. Form 2 of the names of all who have signed the agreement during the month, and also the names of those discharged. Forward this report to the Secretary N.P.B.A. at St. Paul.

8. The Secretary will furnish, upon application, a copy of the "Summary," containing a brief statement of the benefits and methods of the Association. Proper forms can be obtained by application to Division Superintendents, to Master Mechanics, or to the Secretary.

9. All patients treated in the Hospital are furnished on leaving with a discharge certificate, Form 113. When this certificate is printed in **red,** the person named may be re-employed; when printed in **black** it signifies that it will be for the interest of the service that the person named therein should **not** be re-employed.

10. Discharge certificate Form 103 will be furnished to all patients, whether treated by the line surgeons or at the Hospital. This discharge is to be endorsed by the foreman and in all cases forwarded to the Secretary's office at St. Paul.

11. Applications for claims and sick allowances must be made upon the proper blanks and sent to H. W. Knauff, Secretary N. P. B. A., St. Paul. When these are approved, payment of the amount due will be made by voucher. **No payment of any of these claims will be made through the Paymaster.**

NORTHERN PACIFIC BENEFICIAL ASSOCIATION.

INSTRUCTIONS FOR THE CARE OF INJURED PERSONS.

It often becomes a duty to administer to the sufferings of those who meet with accidents on the line of the road, because, as the country through which it passes is sparsely settled, frequently hours must elapse before surgical aid can be reached. It is in these cases of emergency that great service may be rendered to the wounded, in relieving them of pain, in preventing permanent disablement, and perhaps even in saving life. In order to accomplish these ends, the following instructions are appended, substantially the same as those prepared by Dr. John W. Trader for the employes of the M., K. & T. R. R., and by Dr. Bancroft of the Denver and Rio Grande R. R.; and a small box containing a few medicines, bandages, etc., is entrusted to the care of train Conductors.

If these instructions are not fully understood, or if additional information is desired in reference to the management of cases that may come under

care, I will be glad at any time to explain and teach the simpler methods of attending to injuries at my office, 503 Wabasha street, St. Paul; or application for the same purpose may be made to the Surgeon at the N. P. Hospital, Brainerd; or to any of the authorized medical officers of the Company.

MEDICINAL CONTENTS OF CHEST.

No. 1. Laudanum.—Give 15 or 20 drops every two or three hours, to relieve pain. If pain be severe, give it every hour, but not for more than *four* hours in succession. Stop its use when pain is relieved.

No. 2. Ammonia Mixture.—Give a half teaspoonful in water every hour, after any severe injury, or in fainting from hemorrhage or other cause.

INJURIES OF THE HEAD.

In simple bruises of the head, when the skin is not cut through to the bone, apply a compress and bandage, keeping the dressing wet with water.

In concussion of the brain, the patient is either insensible, or delirious. Keep the head cool, the feet warm, and give a half teaspoonful in water of mixture No. 2.

In severe injuries of the head, as fractures, slightly elevate the head, unfasten the clothes about the throat and waist, and keep the patient quiet. If there is bleeding from the nose or mouth, use cold applications to head and face, and turn the patient on his side, so that the blood can run out of the mouth. Also, keep the feet warm.

INJURIES TO THE CHEST.

When one or more ribs are broken, seat the patient in the chair, with his arms around the neck of an assistant, who will lift up until the patient's body is on a stretch, then apply the wide bandage, taking four or five turns, pin snugly, then lay the patient flat on his back.

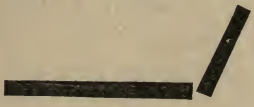
FRACTURES.

When the collar bone is broken, tie the shoulder back, by bandages passed under the arm and over the back, like a figure eight, 8, then put the arm in a sling, slightly elevating the elbow.

When the long bones are broken, as arms or legs, pull the limbs as nearly as possible into proper shape, observing this rule: When the broken bone is bent toward a right angle, and shortened, extend by pulling in direction of the angle until the ends of the bone approach each

other, then straighten the limb. After the ends of bones have been thrust through the muscles, you must first release them from this unnatural and painful position before attempting to straighten them. The following diagram will illustrate:

Fractured bone entangled in the muscle.



Fractured bone released.

Fracture adjusted.

When a fractured limb is reduced and placed in something like its natural position, there should be very little pain; neither should there be much pain in reducing a fracture if the proper care and gentleness be observed. Fractures should be adjusted as soon after the injury as possible. After you have straightened the limb out parallel with the body, make it fast—if a leg,

to its fellow; if an arm, the bandage should encircle the body. Fracture should be firmly held by the bandage, so as to avoid too much motion in the broken bone, but care must be taken not to bind unevenly and too tightly.

In case the patient is not to be moved, there is no necessity for binding the limb, but allow it to lie in the most comfortable position, covering it with cloths wrung out of warm water.

DISLOCATION.

Many, and nearly all, of the dislocations can be reduced by attending to them immediately. The fingers, wrist and elbow joints by gently pulling on them, and at the same time, pressing them into place. The shoulder, when knocked down, is easily reduced by grasping the dislocated arm and elevating it over the patient's head, then let some one place both thumbs under the joint in the arm-pit and press up firmly, while the arm is brought gently but firmly down until it is parallel with the body; then put the arm in a sling, slightly elevating the elbow.

CRUSHED AND BRUISED LIMBS.

By far the greater number of railroad injuries are of this class. Fortunately, there is very lit-

tle danger of severe bleeding. The treatment is to immerse the injured limb in milk-warm water, or envelop it with cloths wrung out of warm water. Do not bind a crushed hand or foot. Sometimes the pain is very intense when the system awakens from the shock. In this case, give fifteen or twenty drops of laudanum, as already directed.

BLEEDING WOUNDS.

Bleeding in wounds may be stopped, ordinarily, by binding a compress over them which has previously been dipped in cold water. Should the wound, however, be bleeding profusely (spurting blood), crowd into the wound some styptic wool, and then apply a bandage firmly over it. If this method fails, and it be a hand or an arm that is injured, place the bandage loosely above the elbow three or four inches; if it be a foot or a leg, place it four or five inches above the knee; but if the bleeding is in the upper arm or leg, apply the bandage above the wound, after which observe this rule: put a large cork, or a hard roller bandage on the inside of the limb under the bandage; then place under it, immediately on top of the cork or roller, a small stick or lead pencil and twist steadily until the hemorrhage stops. Care should be exercised that this

twist is not firmer than is required to arrest the bleeding, nor continue longer than is necessary to reach experienced help.

BURNS AND SCALDS.

Soft cloths dipped in the white of eggs beaten up with sweet oil, may be applied to relieve pain; or a solution of bi-carbonate of soda (baking soda, which can generally be found in every house), made by disolving three or four tablespoonfuls in one quart of water, may be applied in the same manner.

Internally give laudanum (No. 1) to relieve pain, and if the burn is extensive, give also strong coffee and whisky and ammonia mixture (No. 2).

FROST-BITE.

Remove the person frozen to a cold room and immerse the frozen parts in ice water, or carefully rub them with snow. Care should be taken not to scratch, nor break the skin. From one-half hour to three hours should be spent in removing the frost from the affected parts. After the frost has been expelled, the patient should be removed to a comfortable room, the limb elevat-

ed and lightly covered, and cooling lotions applied. If vesicles appear, equal parts of lime water and sweet oil may be applied.

RUPTURE.

Sometimes after a severe strain a tumor suddenly appears is the groin, and not unfrequently extends into the scrotum. Whenever this occurs place the patient on his back in a recumbent position, with the limbs flexed; then place the hand on the tumor, and press gently obliquely upward and outwards. When it is reduced, keep it in position until you find a surgeon. When, however, it is not easily returned do not use violence, but make applications of cold water until the services of a surgeon can be obtained.

NOTIFY SURGEON.

Whenever an accident occurs on the line, the Conductor must immediately telegraph the surgeon in whose charge the injured person is to be placed, in order that time may be given to prepare for reception of the patient.

TRAMPS.

In cases of injury inflicted by trains upon intoxicated persons on the track, tramps stealing

rides, etc., where the employes of the road are in no way to blame, the injured persons must of course be carried to a station where humane and proper treatment can be bestowed; but, as such persons are generally without means, it is not advisable to take them out of the county in which the accident occurs, for, if removed beyond the county limits, the Company may be held responsible for treatment and support.

USE OF LIQUOR.

The continued, or the excessive periodical use of malt or alcoholic liquors should be abstained from by every one engaged in operating the road, not only on account of the great risks to life and property incurred by entrusting them to the oversight of those whose intellects may be dulled at times when most care is needed, but also, and especially, because *habitual drinking has a very bad effect upon the constitution*, which is a serious matter for men so liable to injury as railroad employes always are. It so lessens the recuperative powers of the body, that simple wounds are followed by the most serious and dangerous complications. Fractures unite slowly, if at all, and wounds of a grave nature, such as those requiring the loss of a limb, are almost sure to end fatally.

NO EMPLOYE CAN AFFORD TO TAKE SUCH RISKS, AND THE RAILWAY COMPANY CANNOT ASSUME SUCH RESPONSIBILITIES.

C. H. BOARDMAN,
Superintending Surgeon.

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